

## **Military Deployment Process**

Since 2002, Council has extended various additional benefits to employees deployed as the result of ongoing Middle Eastern military operations. In order to better serve these employees and ensure they receive the benefits they are entitled to receive, the following three-step process is to be followed:

When contacted by an employee prior to deployment:

### **DEPARTMENT:**

- Instruct employee to bring in a copy of their orders
  - If contact is made by email or letter, attach a copy of the correspondence to the Military Deployment Checklist (MDC)
- Upon receipt of orders, review orders to determine
  - Type of duty (found in Section 1 of orders)
  - Purpose (found in Section 2 of orders)
  - Deployment dates (found in Section 4 of orders)
- Complete "Employee Information" and "Department" section of the MDC
  - Both Payroll Clerk and employee are to sign the MDC
  - Attach a copy of the orders to the MDC
- Instruct employee to contact Finance/Payroll (MaryJane Minney at 621-7011)
- Forward the MDC with orders attached to Finance/Payroll

### **FINANCE/PAYROLL:**

- Review orders and MDC to determine length of deployment
  - If 31 days or longer, discuss pay situation to determine if employee is eligible for supplemental pay
    - If eligible, employee is instructed to fax the LES statement showing their military earnings
- Complete "Finance/Payroll" section of the MDC
  - Both Finance/Payroll and employee are to sign the MDC
- Instruct employee to contact Personnel Services/Benefits (Leslie Schoener at 621-6992)
- Forward the MDC with orders attached to Personnel Services/Benefits

### **PERSONNEL SERVICES/BENEFITS:**

- Review orders to determine eligibility of dependents for TriCare
- Review options available regarding continuation of medical coverage
  - If dependents are not eligible for TriCare, employee may elect to continue the deduction which is then paid by the City
    - At end of deployment, copies of release orders are required to determine when City paid contribution ends
  - Provide appropriate forms to sign regarding the contribution for dependent medical coverage
- If participating in the Flex Spending Program, provide forms to stop the deduction while deployed
- Review the procedure to be follow if the deployment occurs during an Open Enrollment Period
- Complete "Personnel Services/Benefits" section of the MDC
  - Both Personnel Services and employee are to sign the MDC
  - Provide copy of completed MDC to employee
  - Forward original MDC to Records to be maintained in employee file

When employee fails to contact Department prior to being deployed:

- Each pay period Finance/Payroll will run a report to determine all employees currently out on military leave (MO10 or MO11) and to identify those employees who failed to contact department prior to deployment
  - Finance/Payroll will provide Personnel Services/Benefits with a count of employees out on military leave
- Department is to attempt to reach employee or family to obtain copies of orders
  - Contact attempts are to be documented and attached to the MDC
- Department is to complete it's section of the MDC and forward to Payroll/Finance
- Finance/Payroll is to complete it's section of the MDC and forward to Personnel Services/Benefits
- Personnel Services/Benefits is to complete it's section of the MDC and forward to Records for filing in the employee file